



ARIZONA DEPARTMENT OF TRANSPORTATION  
ADOPT A HIGHWAY VOLUNTEER  
HIGHWAY ENCROACHMENT PERMIT APPLICATION

*This is a request for a permit to work in Arizona State Highway Right of Way to participate in the Adopt a Highway Volunteer Program*

PLEASE PRINT OR TYPE

Name of Applicant (Permittee) \_\_\_\_\_  
Name of Organization/Group (if applicable) \_\_\_\_\_  
Mailing Address of Applicant (Permittee) \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Email: \_\_\_\_\_  
Highway Route No. \_\_\_\_\_ Milepost \_\_\_\_\_ to Milepost \_\_\_\_\_ Scenic/Historic? ☐  
Closest City or Town Near Requested Road: \_\_\_\_\_ First Cleanup Date: \_\_\_\_\_

schedule a group cleanup with the next 120 days

*\* Please use the boxes below to PRINT your message for the Adopt a Highway acknowledgement sign(s).  
ADOT can accommodate only the text that fits within the boxes (one text letter per box, punctuation and space(s) require the use of a box).  
Larger text and fewer lines make the message easier to read.*

For 2.5" high text, use the boxes below

*Example	M	R	.		J		H	A	W	K
First Line										
Second Line										
Third Line										
Fourth Line										

For 3" high text, use the boxes below. Although the text will be limited to 3 lines, it will be larger and easier to read.

First Line								
Second Line								
Third Line								

The Applicant will be the Permittee. By signing this application, the Permittee acknowledges that the information given and statements made in this application are true and correct to the best of their knowledge. The Applicant agrees as the Permittee to accept the following General Obligations and Responsibilities as described below and on the back (page 2) of this form. By accepting an approved permit, the Permittee agrees to the requirements described in the permit and will comply with ADOT's requirements as set out in the permit. An approved permit consists of this application, final supporting documentation approved by ADOT, and any requirements set by ADOT. If the Permittee disagrees with the requirements, the Permittee shall return the permit immediately to the District Office.

Signature of Applicant \_\_\_\_\_

Your signature indicates that you have read BOTH sides of this permit thoroughly

TO BE FILLED OUT BY THE DEPARTMENT

This application to pick up litter \_\_\_\_\_ times a year on \_\_\_\_\_ from milepost \_\_\_\_\_ to \_\_\_\_\_  
on the right of way ONLY, is granted to the applicant named above subject to the rules and regulations contained in this  
application. *Permittee shall notify the Authorized Contact Person,* \_\_\_\_\_

(Name of ADOT District Office designee)

at \_\_\_\_\_, \_\_\_\_\_ working days prior to the start of any Adopt a Highway work.  
(Phone #) (# of days)

PERMIT AND LICENSE

Permit No. \_\_\_\_\_

A permit is hereby issued to the permittee for the purpose stated above, and upon the expressed condition that every agreement and any special provision contained herein is faithfully performed. This permit is valid for two calendar years from date of issue and may be renewed with the Department's written approval. Work is authorized only for the period of time indicated below.

Date Permit Issued: \_\_\_\_\_ Date Permit Expires: \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

This permit may be cancelled by the State at any time.

## **General Obligations and Responsibilities**

1. By signing the Application for Permit, the volunteer organization and the Permittee representing them agree to abide by all the requirements of the Program.
2. Only after Permittee's group performs a clean up activity, will ADOT initiate the process of fabricating and installing recognition panels. Group has six months to perform a clean up before road segment returns to AVAILABLE status, and permit is cancelled.
3. The Permittee will not monetarily subcontract their duties to another organization or individual.
4. Permittee schedules litter clean up activities with the ADOT Authorized Contact Person prior to the start of any work authorized by this permit. Permittee should notify the Authorized Contact Person within five business days BEFORE initiating clean up activities so a litter bag pick up can be scheduled by ADOT staff in a timely manner.
5. Work shall only be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit.
6. Permittee shall designate a coordinator to represent the organization. Children younger than 12 years of age shall not participate or be permitted in the right-of-way for any reason. The group shall provide at least one adult, 21 years of age or older, to supervise every 10 participants between 12 and 18 years of age.
7. No ATVs, horses, or pets are permitted in the right-of-way during the clean up activity.
8. Permittee shall send one or more participants to a safety briefing conducted by ADOT prior to entering the highway right-of-way, and shall agree to abide by the written Adopt a Highway Safety Requirements. ADOT may authorize that designated participant to administer the safety briefing. Permittee agrees to require ALL volunteers to read the Adopt a Highway Safety Requirements.
9. Each participant (or parent or guardian of a minor participant) must sign the Adopt a Highway Volunteer Registration Form before work commences in the right-of-way. The organization's volunteer coordinator will ensure all participants sign the form prior to each litter clean up activity.
10. Volunteers of the state are provided the same liability protection afforded employees. This means if a citizen is injured as a result of your action or inaction and you are sued, the state may cover any damage claim made against you. However, in the event of such an incident, the State will request medical insurance information from you or your family. If, at the time you are asked for medical information, you do not comply, you understand that liability protection may not be afforded to you.
11. Adopt a Highway activities are limited to litter clean ups and do not include sign maintenance, road maintenance, landscape trimming, weed control or rest areas.
12. Adopt a Highway clean ups shall not be performed within six (6) feet of the roadway, in medians, upon bridges, culverts, or structures of any kind. Permittee shall not cross the travel lanes of an access controlled highway.
13. Segments of highway in the Adopt a Highway Program are adopted on a first-come, first-serve basis at the Department's discretion and authority.
14. The Adopt a Highway acknowledgement sign(s) are the property of the Department. The acknowledgement sign is not intended to be an advertising medium or any kind of public forum for public speech or political opinion. It is intended to identify and recognize the volunteer organization that is responsible for the periodic litter clean up in the area. The Department reserves the right to edit the wording of the sign (See Sign Content Guidelines in Adopt a Highway Volunteer Policy - Exhibit F) and has final approval of the sign content and location.
15. Permittee agrees to report litter clean up activities within three (3) days using the Activity Report form on the ADOT website. The Activity Report may be used by the Department as a means to measure program compliance and/or effectiveness.
16. ADOT provides safety training and litter bags. ADOT will pick up filled litter bags as soon as possible upon completion of cleanup activity. Unused litter bags remain the property of ADOT and should be returned upon completion of the litter clean up activity. Litter bags will be available for pick up from ADOT by contacting the ADOT contact person on the front of this permit.
17. Permittee must be of legal age (in AZ, 18 years old) to sign the Application for Permit. Permittee may represent an organization, family, neighborhood, employees or any other collection of individuals forming a group of volunteers.
18. This permit may be canceled by the State for failure to pick up litter according to this agreement or for nonconformance with other permit requirements.